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*Handwritten initials and signature*

MEMORANDUM FOR: Tony

In the past, this matter has been handled by the Chairman, Safety and Health Committee, OL. [redacted] was the one who handled last year's report, as I recall.

I spoke to [redacted], and she said to return the attached memo to her for appropriate action.

[redacted] is also attached. [redacted] was named as OL's representative to the Agency's Committee. [redacted] said that [redacted] is being nominated to take [redacted] place. I think [redacted] will be the one tasked with responding to [redacted] request for a report. (C)

AT. 7. 10/10/85 Marie

Date 10/9/85

101

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67 OCT 1985



## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Occupational Safety and Health Report

FROM:

Chief, Safety Division, OMS

EXTENSION

NO.

DATE

4 October 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/OL

2.

HLO

3.

LO

4.

DOL

5.

6.

C/MS

7.

8.

JOHN &amp; MARIE

9.

10.

O-D/L

attn:

11.

12.

13.

14.

15.

4-6:  
Action pl.  
Suspension:  
is now to DL

JOHN & MARIE &  
AS A TEAM, PLEASE  
HANDLE THIS TASKING  
FOR THE OFFICE OF LOGISTICS.  
PERHAPS YOU COULD CHECK  
WITH [ ] FOR  
CLARIFYING SPECIFICS IN ORDER  
TO AVOID UNNECESSARY WORK.  
PERHAPS YOU COULD ALSO  
SOLICIT INPUT FROM EACH  
DIV & STAFF CHIEF.

HAS THIS REPORT BEEN DONE BEFORE?

10/9/85

FORM 1-79

610

USE PREVIOUS EDITIONS


GPO : 1984 O - 411-632

More Dic Date in for Dic [ ]  
Sanitized Copy Approved for Release 2010/07/01 : CIA-RDP87-00031R000100040005-5 THROUGH

4 OCT 1985

MEMORANDUM FOR: Director Of Logistics

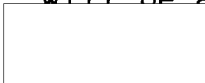
FROM:

  
Chief, Safety Division,  
Office of Medical Services

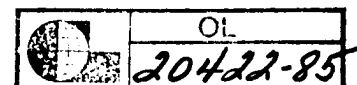
SUBJECT: Annual Occupational Safety and Health Report

1. An annual comprehensive report covering the Agency's Occupational Safety and Health Program for FY85 must be submitted to the Secretary of Labor by 1 January 1986.

2. Attached are current guidelines for submission of the report as provided by the Secretary of Labor. Kindly prepare a report covering your component based on paragraphs 2 through 4 of the guidelines. This information will serve as a basis for the preparation of an unclassified consolidated report which the Safety Division will prepare.

3. Your report to the Safety Division by 15 November 1985 will be appreciated. Please contact me on green extension  if additional information is desired.

Attachment: As stated



## Appendix B

### Guidelines for Agency's Annual Occupational Safety and Health Report to the Secretary of Labor

Fiscal Year: \_\_\_\_\_  
Name of Agency (Department): \_\_\_\_\_  
Name of Component: \_\_\_\_\_  
Address: \_\_\_\_\_  
Number of employees covered by this report: \_\_\_\_\_  
Name of individual responsible for the occupational safety and health program of the agency or component covered by this report: \_\_\_\_\_  
Title: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Each agency shall:

1. a. Use agency injury/illness data to display the annual statistics for fatalities and lost time disabilities for the report year and, if possible, compare these fatalities and disabilities with similar statistics for the previous three-year period. Data based on agency claims submitted to OWCP is preferred, but internal accident or incident reporting data (FARS) is acceptable, if OWCP data is not available to the agency. The data should be displayed in charts or tables so that changes can be easily seen or demonstrated.
- b. Use agency data to display the most recent OWCP chargeback and COP costs and, if possible, compare these costs with similar statistics for the previous three-year period. The data should be displayed in charts or tables so that changes can be easily seen or demonstrated.
- c. Use agency accident or incident reporting system or supplemental reports to the OSHA logs or the OWCP reports for details which will help explain any significant trends and major causes or sources of fatalities and lost time disabilities which occurred last year(s).
2. Describe safety and occupational health program accomplishments and initiatives implemented last fiscal year to control the trends and major causes or sources of fatalities and lost time disabilities in your agency and to improve your agency's overall safety and occupational health programs. Discuss your successes and/or failures as a result of your agency's implementation of these initiatives. Explain any significant onetime or additional permanent resources allocated to the safety and occupational health program last year for areas such as: workplace hazard abatement, research and development, data systems, staffing, training, etc. Attach a copy of any significant safety and occupational health policy or proclamation related to those initiatives.

## Appendix B

### Guidelines for Agency's Annual Occupational Safety and Health Report to the Secretary of Labor (Continued)

In describing your accomplishments and initiatives, please try to explain your agency's efforts in the following areas:

- Accomplishments for assuring that workers, supervisors and committee members received appropriate job health and safety awareness and hazard recognition information and training.
  - Accomplishments for assessing the effectiveness of your safety and occupational health programs.
  - Accomplishments in the identification, assessment and resolution of safety and health problems, including your agency's system of (a) providing recognition to outstanding achievers and (b) establishing accountability and performance standards for managers, supervisors and employees.
  - Unique or significant accomplishments that your agency made last year to enhance employee participation, involvement and consultation in the safety and occupational health program.
3. Identify your annual OSH plans, goals and objectives, and significant OSH initiatives planned and programmed for the coming year(s).
  4. Provide comments, requests and recommendations for consideration by OSHA's Office of Federal Agency Programs (OFAP) in Government-wide occupational safety and health programs or report any items of special interest concerning occupational safety and health activities or programs. (Optional)

It is suggested that the report be in executive summary format and be limited to ten pages exclusive of attachments.